

Charter for the MDL Quality Assurance (QA) Advisory Committee

MISSION STATEMENT

The MDL QA Advisory Committee advises the MDL senior staff on the Quality Assurance aspects of the software development life cycle to ensure the production of high quality software and guidance products for our customers. The QA committee will provide recommendations to the MDL senior staff in the following areas:

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| <u>Requirements:</u> | Provide guidelines with regards to the identification and tracking of each development group's software requirements and the traceability of those requirements to documented test procedures. |
| <u>Development Process:</u> | Establish means, such as training, software reviews and task management, to ensure that quality software development practices are followed. |
| <u>Test Environment:</u> | Evaluate hardware needs and establish methods to ensure the proper hardware and software configurations of the test systems. |
| <u>Software testing:</u> | Define procedures for unit testing, integration testing, regression testing, and system testing. |
| <u>Documentation:</u> | Document overall quality assurance methodology, provide templates for documenting test plans and test procedures, and ensure that all expected software documentation is written and available. |
| <u>Tools:</u> | Evaluate usage of software development tools, automated testing tools and configuration management tools. |
| <u>Metrics:</u> | Identify metrics to help monitor and evaluate software development activities. |
| <u>Standards:</u> | Determine minimum software development standards to be followed by each MDL development group. Evaluate and report to the MDL senior staff on each development group's level of compliance with the recommended standards. |

COMMITTEE DUTIES

Duties of the QA Advisory Committee are divided into the following categories:

Investigate

- Identify methods to provide software requirement tracking and traceability
- Identify testing environment needs, software/hardware etc..
- Identify testing process and procedures and how to improve the current process to benefit MDL
- Research on using industries standard best practice testing procedures and templates
- Research on COTS software test tools to reduce time and cost for the projects.
- Research on Configuration Management (CM) tools.

Evaluate

- Prioritize the QA processes/testing.
- Work with software developers, testers, and users to formulate solutions.

Present Solutions

- Present a monthly report to the MDL senior staff.

COMMITTEE MEMBERSHIP

Composition

- The Committee will be composed of one person from each Branch.
- A member of the MDL senior staff will serve as an advisor.
- A chairperson may be appointed by the MDL senior staff, or selected by the Committee from its members.
- A secretary will be selected by the Committee from its members.

Member Roles

- A member of the Committee will present a report to the MDL senior staff once a month.
- The secretary will keep notes at committee meetings, and assist the chairperson in preparing the MDL senior staff report.
- Each member will act as a representative of his or her respective branch. This includes keeping abreast of his or her branch's needs, and acting as a contact point for communication between the QA Advisory Committee and that branch.

Term of Office

- Committee members will be appointed in September.
- Each year the MDL senior staff may replace up to three of the five members of the Committee.
- If a Committee member leaves MDL during his or her term, another person from his or her branch will be chosen to complete the term.

MEETINGS

Meetings can be called by any member of the Committee. The chairperson will call a meeting prior to meeting with the MDL senior staff.